ROU Brief - 6/12/96

For: AVP/RSM/RBM/ROM/KAM/RM-DFM/AE/MC/PC/PRC/SC

FSC-103-A

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DISTRIBUTE TO ALL FULL-TIME FIELD SALES PERSONNEL

➧ ***Graphic Changes for Product Cases***

As information, graphic changes on all RJR 6M and 12M product cases are being phased in over the next few months. The changes will make our cases easier to read as per recommendations from our customers. They also facilitate in-line case printing in the manufacturing process which brings RJR in conformance with the industry standard.

ROU Program Contact: John Pierce, extension #1805

ROU DETAIL

➧ ***Wholesale Partners Data Submissions***

In preparation for final SOM results determination for your Direct Accounts participating in Plan "A", please ensure your customers are aware that all data for the program period January - June, 1996 must be received by IR no later than **July 22, 1996**.

In order to qualify for Category II & III the Account must have a **minimum** of 22 weeks of data submitted and not in "exception" status. Additionally, to qualify for payment of 3¢ per carton on Category I, April 1 - June 30, 1996, the Account must have a **minimum** of 10 weeks of data submitted and not in "exception" status.

To verify the number of weeks of data a Plan "A" customer has submitted, access the AIM Tracking System and enter function T20. Enter the ship-to location of the Account and review the Account's history of data submissions. This may include missing weeks, late submissions, and exceptions in the data that needs to be rectified.

Until the end of the current program payment approval process, function T20 will continue to provide the capability for you to rectify any week(s) that are flagged with a "Y" exception. Simply tab down to the "Y" flag and use the spacebar to remove the exception, then press "Enter" and type in the reason why the exception was removed.

Administrative procedures for program end payments to Partners Plan "A" and Plan "B" participants will be forthcoming in July 1996.

Program Contacts: Your Region Operations Manager
Julie Huneycutt, extension #7754

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➧ Point-of-Sale Materials

- **WINSTON Banner-Pk. Decal**

The WINSTON 96" X 30" Pricing Banner (#498092) currently offers only carton-pricing capability. To facilitate package-pricing information, we have developed a "per pack" decal that can be applied to the banner (#516032 WINSTON Banner per pack decal - 10 decals per envelope). In addition, all orders placed after June 28 for Item #498092 will include "per pack" decals.

- **Co-Marketing/Retail Accrual Banding Tape**

The Special Offer 2/3 pack Banding Tape (#478292) in rolls of 500 stickers has been discontinued and is unavailable; however, sheets of the same banding tape (#462960 SH/10 Co-Mktg. 2/3 Pk Banding Tape) is now available.

Also available is the 3-Pack Special Offer Tape (#462822)/SKU-1 roll of 250 stickers.

- **MONARCH Items-Open Availability**

The following MONARCH items have been placed on open order until inventory is depleted.

Item #	Item Description	SKU Pack
456171	MONARCH Lg. Horizontal Window/Wall Procure	10
456174	MONARCH Sm. Vertical Window Pricer	10
456441	MONARCH Ground Mount Sleeve	10
456453	MONARCH Curb Mount	1
456465	MONARCH Sm. Vertical Window Pricer	10
481874	MONARCH Sm. Vertical Win. Pricer	10
481892	MONARCH Horiz. Win/Wall Pricer	10
481901	MONARCH Curb Mount	1
481910	MONARCH Pricing Banner	10

Program Contact: Linda Haynes, extension #2234

➧ *Corporate Express - Office Supplies*

If you have not received an office supply catalog from Corporate Express, please contact Bruce Phillips, extension #6019. Since the revised contract to purchase office supplies through Corporate Express will not be finalized until July 1, 1996 it would be helpful if you would review the attached office supplies price list and compare with items you are currently purchasing and forward information to Bruce Phillips, Purchasing Department, via e-mail or voicemail. In addition, please advise of any large yearly dollar items that you repeatedly buy since paper prices are rising again.

Program Contact: Bruce Phillips, extension #6019

6-13-96

Darren to Contact Reliable to get them to match Pricing of Corporate Express. If they don't we Will begin Buying from Corporate Express. Corporate Express's history has been terrible from a Service Level!

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➡ *New Modify Posting Functions BPE*

The following new functions are now available in BPE to allow you to modify postings:

P71-Modify Activity Postings
P72-Modify Partner Activity Postings

Instructions for both functions are:

1. Enter the year, the posting sales level and wholesaler (Use all 9's for generic templates). Other information such as prior posting date, SIS account number, territory and prior posting quantity may be entered.

2. Choose a promotion number and drive period.

3. The list of accounts with their territory, name and prior posting quantity will be displayed. An area is provided to enter the new posting quantity.

4. The following PF Keys will help you modify posting quantities:

   PF4 QTY-allows you to default to a quantity, zero out all account quantities or add or subtract an amount to each account.

   PF5 POST-used to post new quantities.

   PF6 SRCH- allows you to search for an account in the list.

   PF9 TOTAL-displays the prior and new SKU quantities, offer quantities and number of accounts.

5. When you complete your modifications, submit P92(regular) or J66 (partners) reports to verify changes.

As information, the T14 and T19 reports will update all posting modifications nightly. (Exceptions updated weekly are retail accrual and DPC Display/VPR Payments.)

Program Contact: Sandy Reading, extension #3775

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Corporate Express - Office Supplies - Price List

Copy Paper	Net Price
EXP-8511 - 8 1/2 X 11 White	26.43 CS
EXP-8511P - 8 1/2 X 11 White, 3-Hole Punched	28.06 CS
EXP-8514 - 8 1/2 X 14 White	33.54 CS
EXP-851186 - 8 1/2 X 11 White, 87 Brightness	29.46 CS

Hammermill Tidal DP	Current Price	Net Price (Est July 1)
HAM-16200-8 - 8 1/2 X 11 White	25.21 CS	27.27 CS
HAM-16201-6 - 8 1/2 X 14 White	34.70 CS	34.70 CS
HAM-10327-5 - 8 1/2 X 11 3 HP White	32.60 CS	38.10 CS

***Paper prices are subject to change, based on our current cost +12%.**

Envelopes	Net Price
QUA-90020 - #10 Envelopes	6.58 BX
QUA-37897 - 10 X 13 Clasp Envelopes	6.49 BX
QUA-37910 - 12 X 15 1/2 Clasp Envelopes	9.98 BX
QUA-37890 - 9 X 12 Clasp Envelopes	5.70 BX

Legal Pads	Net Price
CEX-20-204 - 8 1/2 X 5 1/2 Jr. Legal Pads, Canary	3.53 DZ
CEX-20-304 - 8 1/2 X 5 1/2 Jr. Legal Pads, White	3.53 DZ
CEX-20-220 - 8 1/2 X 11 Legal Pads, Letter Size, Canary	5.62 DZ
CEX-20-320 - 8 1/2 X 11 Legal Pads, Letter Size, White	5.62 DZ
CEX-20-230 - 8 1/2 X 14 Legal Pads, Legal Size, Canary	7.69 DZ
CEX-20-330 - 8 1/2 X 14 Legal Pads, Legal Size, White	7.20 DZ
*AMP-20-360 - 8 1/2 X 11, White	5.18 DZ
*AMP-20-260 - 8 1/2 X 11, Canary	5.38 DZ

Post-It Notes	Net Price
*MMM-654-YW - 3 X 3 Yellow	0.59 PD
*MMM-653-YW - 1 1/2 X 2 Yellow	3.07 PK
*MMM-655-YW - 3 X 5 Yellow	0.78 PD
Highland Brand	
MMM-6549-YW - 3 X 3 Yellow	0.28 PD
MMM-6539-YW - 1 1/2 X 2 Yellow	1.39 PK
MMM-6559-YW - 3 X 5 Yellow	0.36 PD

Transparencies	Net Price
MMM-PP2200 - 8 1/2 X 11 For Plain Paper Copiers	14.32 BX
*MMM-PP2500 - 8 1/2 X 11 With Sensing Strip	26.32 BX

Laser Labels	Net Price
*AVE-05663 - 2 X 4 Clear	26.40 BX
*AVE-05267 - 1/2 x 1 3/4 White	5.99 PK

Correction Fluid	Net Price
*PAP-564-01 - White Liquid Paper	0.79 EA
*PAP-563-01 - Multi-Fluid	0.87 EA

Glue Stics	Net Price
MAN-99648 - Glue Stic	0.36 EA

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Hi-Liters	Net Price
DEN-24-122 - Desk Style Yellow	0.20 EA
SAN-25076 - 4-Color Set of Hiliters	2.30 SET

Tape		Net Price
*MMM-3750-2-CL - 2" Clear Sealing Tape	2.71 RL	
*MMM-810-34X36 - 3/4" Scotch Tape		1.58 RL
*MMM-6200-34X36 - 3/4" Highland Tape		0.62 RL

Binders	Net Price
WLJ-362-13W - 1/2" White Viewbinder	1.51 EA
*WLJ-362-14W - 1" White Viewbinder	1.51 EA

Binder Clips	Net Price
*ACC-72020 - 3/8" Small Binder Clips	0.22 DZ
ACC-72050 - 3/4" Medium Binder Clips	0.58 DZ

Indexes	Net Price
AVE-UD213-5C - 5-Tab Clear Indexes	0.22 ST
*AVE-LSK5-B - Laser Indexes, 5-Tab	55.56 BX

Staplers & Removers	Net Price
*BOS-00706 - Economy Stapler	2.63 EA
OIC-95691 - Staple Remover	0.23 EA

Diskettes	Net Price
*MMM-12881 - 3 1/2" DS-HD Diskettes	5.26 BX

Pens	Net Price
*PAP-963-01 - Papermate Flex Grip Pens, Medium, Bk	0.59 EA
PAP-961-01 - Papermate Flex Grip Pens, Medium, Blue	0.59 EA
PAP-962-01 - Papermate Flex Grip Pens, Medium, Rd	0.59 EA
PAP-966-01 - Papermate Flex Grip Pens, Fine, Blue	0.59 EA
PAP-967-01 - Papermate Flex Grip Pens, Fine, Red	0.59 EA
PAP-968-01 - Papermate Flex Grip Pens, Fine, Bk	0.59 EA
BIC-GSM11-BK - Bic Ball Point Stic Pen, Medium, Bk	0.98 DZ
BIC-GSM11-BE - Bic Ball Point Stic Pen, Medium, Blue	0.98 DZ
BIC-GSM11-RD - Bic Ball Point Stic Pen, Medium, Red	0.98 DZ
BIC-GSF11-BK - Bic Ball Point Stic Pen, Fine, Bk	0.98 DZ
BIC-GSF11-BE - Bic Ball Point Stic Pen, Fine, Blue	0.98 DZ
BIC-GSF11-RD- Bic Ball Point Stic Pen, Fine, Rd	0.98 DZ
*PIL-36711 - Pilot Blue Medium Ball Point Pen	0.52 EA
PIL-37711 - Pilot Red Medium Ball Point Pen	0.55 EA
*PIL-35711 - Pilot Black Medium Ball Point Pen	0.52 EA
PIL-36011 - Pilot Blue Fine Ball Point Pen	0.55 EA
PIL-37011 - Pilot Red Fine Ball Point Pen	0.55 EA
PIL-35011 - Pilot Black Fine Ball Point Pen	0.55 EA

IBM Toner Cartridges		Net Price
IBM-1380520 - Toner Cartridge/4019 High Yield		188.62 EA
IBM-1380200 - Toner Cartridge/4019 Standard		162.24 EA
IBM-1380620 - IBM Medley 4076 Cartridge	34.87 EA	

Hanging File Folders	Net Price
ESS-4152 1/5-AST - Hanging Folders, Colored	10.98 BX

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Hewlett Packard Cartridges		Net Price
*HEW-92298A - HP Toner Cartridge / 4		94.19 EA
HEW-92274A - HP Toner Cartridge / 4P		64.26 EA
*HEW-92291A - HP Toner Cartridge / 4SI		108.48 EA
HEW-C3903A - HP Toner Cartridge / 5P		75.52 EA
HEW-51640A - HP Laser Jet Ink Cartridge	22.28 EA	

***Denotes items that are on current corporate contract.**

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To: Duszynski, R, Tanchyk, R, Zecca, Anthony, Schwalm, S, Alessandra, C, Battle, Herbert, Myers, Keith, McMahon, Todd, Ridge, Robert, Burrows, Robert, Westenberger, R, Keeney, David, Jurgensen, Kurt T., Cote, Raymond A., Leonard, John M., Kight, Earl, Callaghan, Stephen W., Ciesluk, M, Sheft, S N., Macleod, Stephen, Plourde, R N., Mclean, James J., Beard, R L., Steele, Robert R., Carey, S J., Coslett, Job H., Page, Cynthia, Eckardt, Diane C., Salerno, Joseph S., Sheltra, Marlowe, Close, Scott P., Bain, Georgia A., Tisinger, Michael D., Haskin, Susan J., Huntoon, Lynne D., Howard, M S., Orlando, Joseph J., Laboda, R P., Neaf, D M., Morris, M E., Levenstein, Howard S., Davignon, Barry A., Thompson, Timothy J., Clary, Nancy A., Balmer, Robert W., Miller, D S., Oconnor, E J., Pinney, Edward L., Vielmetti, Mary-Jean, Whiting, James R., Imbriano, Michael A., Oconnor, T P., Mcgowan, Richard J., Gonzalez, Lenin R., Patterson, David P., Davis, Robert J., CHICCARELLI, John J., Doak, Donna L., Smith, P E., Martin, Holly G., Manoyan, Alan R., Natale, Fray, Wallon, Laura J.
From: 1610 - Buffalo ROU (BRZEZIE)
Posted: 6/13/96 11:45
Opened: 6/13/96 11:45
Subject: FWRD: FSC-103-A ROU Brief

Forwarding the following. A copy of pages 1-2 will be sent to Retail Reps in this week's mailing. Any questions, please advise.

========== <Forwarded Letter> ==========
From: rjrwss/rjrpo3/davisc4
To: 1610
Subject: FSC-103-A ROU Brief
Posted: 06/13/96 15:22
Priority: Normal

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